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PLACEMENT AND UTILIZATION DIVISION

I. PROGRESS REPORT FOR PERIOD 1 JULY 1954 THROUGH 31 DECEMBER 1954.

- A. During the period certain organizational changes were implemented, toward recognizing the existing administrative pattern and tightening internal controls. Specifically, the former non-existent "Placement Branch" was replaced by the present four Placement Branches: DD/P and Commo, concerned with clandestine and overseas problems; DD/A and Training, concerned with the administrative and support type services; DD/I, concerned with intelligence production support; and Clerical, concerned with clerical placement and interim assignment functions. (A current organizational chart is attached as Attachment I to Tab A.) Also, during the period the Testing Branch was merged with the A & E Staff of the Office of Training pursuant to an agreement between the Assistant Director for Personnel and the Director of Training.
- B. The primary emphasis of the Division continued to be on internal placement activities and the development and implementation of internal controls for the handling of placement matters. A total of fifteen intra office memoranda covering various internal procedures were published during the period. Certain of these are attached.

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C. The follow-up interview program continued to be an effective device for the identification of employees who are not making satisfactory adjustments. This permits measures to be taken to resolve any difficulties which exist either from the individual or the operating office point of view. A total of [REDACTED] follow-up interviews were conducted by Placement Officers during the period [REDACTED] with supervisors). Placement Officers also conducted 569 applicant interviews, [REDACTED] EOD interviews, and [REDACTED] returnee, special and other interviews. The above information is presented statistically in Attachment III.

D. PUD continued its implementation of the Promotion Regulation [REDACTED] We found compliance with both the letter and the spirit of the regulation exceptionally good. Although questions arose relating to the promotion increment for certain job categories (one step or two step), it was possible to resolve these questions on an individual basis as they came up. During the period, a total of 62 requests for exceptions to the Promotion Regulation were processed by PUD, 54 of which were approved and 8 disapproved.

E. The processing of applications for membership in the Career Staff was initiated during this period and PUD has had the responsibility for reviewing these applications for the Office

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of Personnel and preparing recommendations from the AD/P to the Agency Selection Board. To date, four lists of names have been processed, and individual memoranda have been prepared in 11 cases.

- F. PUD continues to review proposed qualification standards and qualification requirements developed by the Classification and Wage Division and submits recommendations to CWD as appropriate. In addition to participating in the development of these standards, PUD continues to emphasize the application of standards in the processing of individual actions.
- G. During the period, Placement Officers were called upon to an increasing degree to provide advice and assistance to operating components, and particularly component Career Service Boards. In most instances, Placement Officers have attended Career Service Board meetings and have been called upon for advice and assistance by these Boards.
- H. PUD has continued to emphasize to operating components the importance of submitting recruitment requests against actual or anticipated vacancies for which operating components desire recruitment. An internal instruction (copy attached) was developed outlining the requirements for handling and for assigning priorities to recruitment requests. The Vacancy Report was also reexamined, and modified procedures were installed to insure the accuracy of the information contained therein.

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- I. A concentrated effort to assure adequate control and expeditious handling of applicant files was initiated during the period. Toward this end, an internal instruction was developed and published. A copy of this instruction is attached.
- J. Subsequent to publication of Agency Notice [REDACTED] on 29 October 1954, PUD has expended considerable effort on the In-Casual and Out-Casual problem. It is considered that the close review of these cases by the DD/P Placement Officers has resulted in the more expeditious movement of individuals overseas and in the processing of personnel actions reflecting this movement. It has also resulted in individuals being assigned to headquarters' positions more expeditiously after returning from overseas assignment.
- K. Placement Officers continue to review Reports of Separation, making comments pertaining to these reports as appropriate, and in all cases making recommendation regarding the reemployability of the individual concerned. During the period, internal procedures were established to assure a more careful review of these reports, and close liaison was maintained in this connection with the Counseling Branch of ESD.

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25X9 L. The Qualifications Analysis Branch continued to provide service to Placement Officers through applicant-employee qualifications register analyses. A total of 183 analyses were made, resulting in referral of [REDACTED] qualified candidates for positions. The Branch also initiated a circularization of the persons included in the Applicant Qualifications Register to bring the qualifications of these individuals up to date and to determine their continued interest in Agency employment.

M. During the period PUD (in collaboration with the Office of Training) processed the first group of applicants for the Junior Career Development Program, as established by Agency Notice

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[REDACTED] Inasmuch as this was the first group of applicants, it was necessary to spend considerable time and effort in developing procedures and ground rules.

N. PUD continues to provide the Chairman for the Security-Medical-Personnel Review Panel, which meets weekly to resolve questionable and border-line cases of applicants for employment. The Panel has served to provide coordinated judgment on questions of suitability in those cases which seem to one of the offices concerned to warrant this type of consideration. During the period, 106 cases were considered and resolved by the Panel.

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0. The Chief of the Division has continued to serve as Chairman of the Rotation Planning Committee of the Personnel Career Service. In addition to recommending action with respect to individual assignments and vacancies, the Committee, during the period, considered and submitted a plan for the individual career planning of PE service designees.

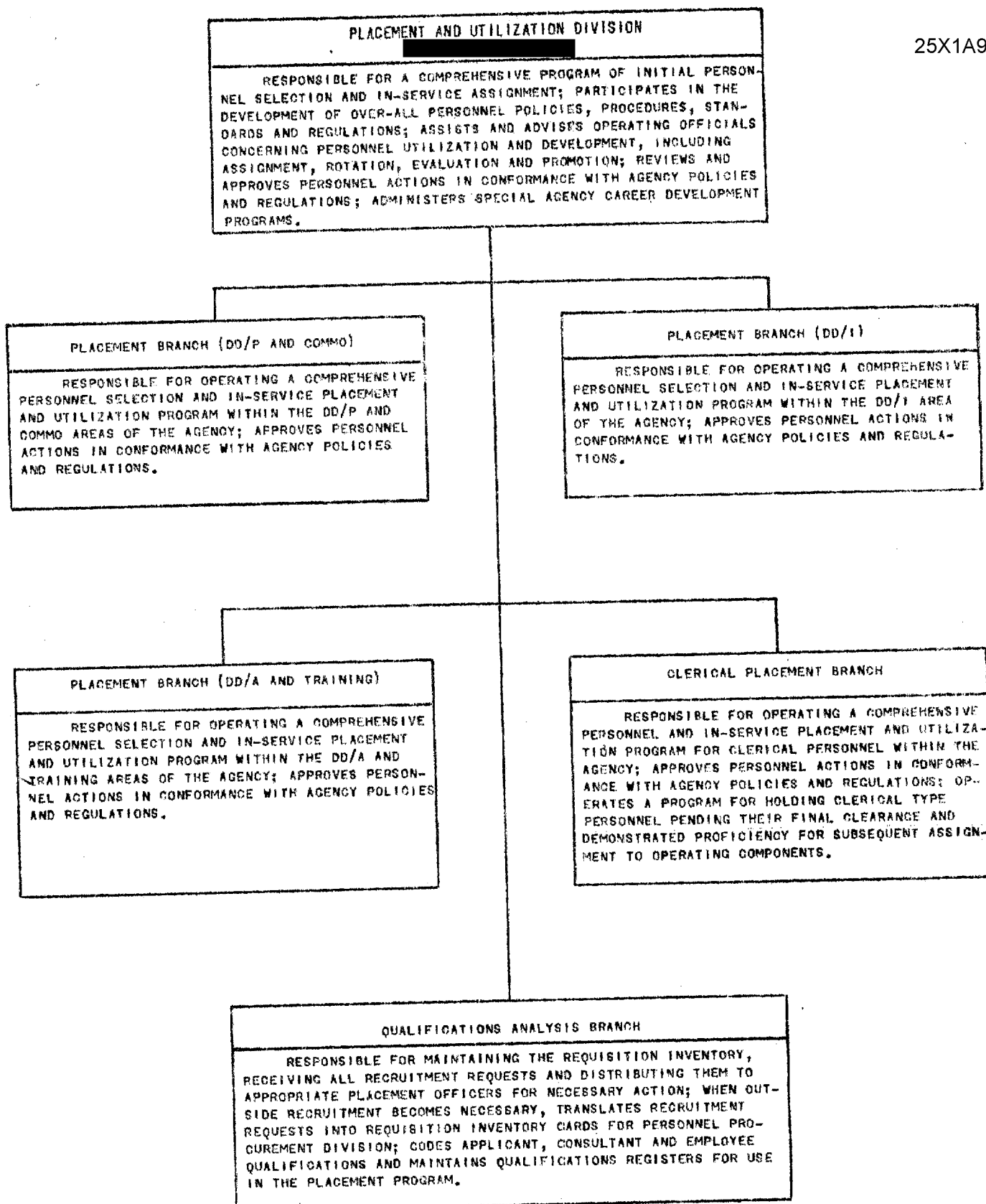
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7 January 1955

PLACEMENT AND UTILIZATION DIVISION MEMORANDUM NO. 43

SUBJECT: Recruitment Requests and the Vacancy Report

I. RECRUITMENT REQUESTS

1. It is required that a recruitment request will be submitted by operating offices for all positions which they desire assistance from the Office of Personnel in filling. The request may be for internal or external recruitment. Whichever is desired should be clearly stated on the recruitment request. It is the responsibility of the Placement Officer to advise operating offices of the necessity for the timely submission of recruitment requests for either internal or external recruitment.

2. Procedures and Responsibilities for Handling Recruitment requests:

a. The request is initially received in the Office of Personnel in the Position Inventory Section of PRD and forwarded by them to the Qualifications Analysis Branch of PUD. A preliminary review will be made in the Qualifications Analysis Branch of these requests for adequacy and then forwarded to the Chief of the appropriate Placement Branch, who will in turn forward the request to the Placement Officer concerned.

b. The Placement Officer is responsible for making a critical review of the request for completeness, adequacy of information, and to determine that the qualification requirements are sufficiently described so that they can be used for recruitment purposes. Where this is not so, it is the responsibility of the Placement Officer either through his own information or by coordination with the originator to clarify the request to see that the request adequately describes the position. The Placement Officer will also assign a priority to the request at this stage of processing, in accordance with the following:

URGENT -- positions for which there is an immediate requirement for personnel.

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REGULAR -- positions that are vacant but do not require other than normal handling.

OPPORTUNITY -- positions that are not vacant but are known will be vacated at a future date as recruitment against attrition, i.e. 99.

c. The Placement Officer is responsible at this point for reviewing the Reassignment Rosters to determine if there is anyone on these rosters who is qualified and should be considered for the position involved. After exhausting possibilities from the Rosters, the Placement Officer will make a determination whether to request that a qualifications register analysis be made. If such a request should be made, this will be indicated on the routing sheet attached to the recruitment request by the Qualifications Analysis Branch.

d. Upon receipt of the register analysis request, the Qualifications Analysis Branch will comply with this request and present files of qualified individuals to requesting Placement Officer. When and if the Placement Officer has exhausted possibilities for filling the position through these methods, without results, he will return the files and the register analysis form properly noted as to the disposition of the cases involved to the Qualification Analysis Branch.

e. The Qualification Analysis Branch will then transmit one copy of the recruitment request to the Personnel Procurement Division for their review, and upon return of the request process it for the Requisition Inventory System.

f. As positions for which there are recruitment requests are filled, the Priority changed, or changed from a "99" to a firm request, the Placement Officer is responsible for advising the Qualification Analysis Branch and/or the Clerical Placement Branch, through forms prepared for this purpose, in order that this information can be relayed to PPD and changes made in the Requisition Inventory System.

g. With regard to recruitment requests for clerical personnel in the DD/A, DD/I, Office of Training, Office of Communications, and the Office of Personnel, it is the responsibility of the appropriate Placement Officer to review and forward the request to the Chief, Placement Branch (Clerical) and to indicate whether the position is vacant and if not vacant, the reason given for the request. It is also the Placement Officer's responsibility to see that current information is provided to the Clerical Placement Branch of the cancellation of requests. The Chief of Clerical Placement will forward these requests to PPD as required.

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3. In order that this Division may carry out its responsibilities, it is extremely important that recruitment requests be obtained as required and handled in accordance with the above in the most expeditious manner possible.

II. VACANCY REPORT

1. The basic placement Vacancy Report will be compiled on a monthly basis with weekly supplements, as a working device for each Placement Officer. The Report will contain the following information regarding positions for which there is a recruitment request or for which, to the Placement Officer's knowledge, internal or external recruitment is desired by an operating office: Office, Position Title; Grade, Request in PPD, PUD or No Request, Slot Number, Qualification Requirements and Service Designation. (Normally, however, a recruitment request is required; only in an emergency and for a temporary period may action be initiated without a recruitment request.) Positions not actually vacant will be marked on the Report with an asterisk, which will be an indication that recruitment is desired and the position will be vacated after a reasonable period of time. Placement Officers are responsible for such positions being properly marked.

2. The Vacancy Report will be prepared on dittomats and presented to the Chief, Qualifications Analysis Branch by Friday noon for the original report and for the weekly supplements. The monthly report presently in preparation will be supplemented by noon 14 January 1955. Each succeeding four weeks, a new completed report is required. A supplement is required each week. The Chief, QAB is responsible for the report and supplements being reproduced and distributed to all Placement Officers by noon the following Monday.

3. Since this report is primarily a device by which each Placement Officer is kept currently advised on vacancies throughout the Agency for which personnel are desired, it is very important that the information presented in the report be complete, accurate, and current.


Chief, Placement and
Utilization Division

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5 January 1955

PLACEMENT AND UTILIZATION DIVISION MEMORANDUM NO. 42

SUBJECT: Handling and Control of Applicant Files in PUD

1. In order that applicant files received in this Division be handled as expeditiously as possible, the following control procedures are established:

a. Applicant files will be received in this Division in the Qualifications Analysis Branch. After a critical review in this Branch in terms of outstanding Recruitment Requests or other authoritative requests for personnel, they will be forwarded to the Chief of the Placement Branch in whose area the vacancy exists.

b. The Chief of the particular Placement Branch is responsible for the control of files referred to his area. Upon receipt of a file designated for one of his Placement Officers, two cards will be prepared; one to be retained in the Chief's office, the other to accompany the file to the Placement Officer for his further control of the file during the period it is out to an operating office.

c. Office of Personnel Memorandum No. 42-100-9 (Revision 1), dated 20 August 1954, requires that applicants be advised by letter every 30 days of the status of their application. It is the responsibility of the individual to whom the file is charged at the expiration of the 30-day period to assure that this Memorandum is complied with.

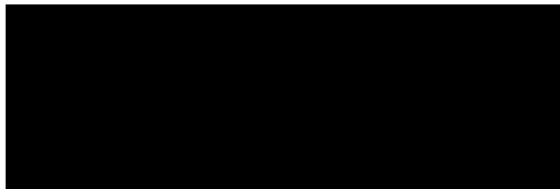
d. The Chiefs of Placement Branches are responsible for assuring that there is a sound reason for applicant files remaining in their area for a period of longer than 30 days and for being continuously in a position to report the number of files, the names and the reason for the file remaining in their area for longer than this period. A report will be submitted bi-weekly to the undersigned by the Chiefs of Placement Branches listing applicant files that have been the responsibility of this Division for 60 days. The report will include the name of the individual, the length of time the file has been in PUD and the reason it is still here.

e. The time requirements specified above do not apply to special interest cases which will be handled on an expedite basis and for which a separate deadline for consideration will be provided.

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2. The proper handling of applicant files is of the utmost importance. All Division personnel should be guided accordingly in their handling of these files.



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Chief, Placement and
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14 December 1954

PLACEMENT AND UTILIZATION DIVISION MEMORANDUM NO. 41

SUBJECT: Treatment of In- and Out-Casuals

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REFERENCE: CIA Notice No. [REDACTED], dated 29 October 1954
Office of Personnel Memorandum No. 20-802-2, dated 16 June 1954

1. In accordance with OPM 20-802-2 the following procedures are prescribed for handling in-casual and out-casual cases:

2. IN-CASUAL REPORTS: It is anticipated that the responsible Placement Officer will have received a Field Reassignment Questionnaire, Form 202, on returnees prior to the return of overseas personnel, and that steps have been taken to effect a proper reassignment in each case. Therefore, on receipt of Form 37-200, In- and Out-Casual Status Record on an "In-Casual", the Placement Officer will determine the following:

a. That appropriate steps have been taken and review the case to bring it up-to-date. If no steps have been taken, and this is the first word received, he will immediately secure the personnel folder and contact the Division Personnel Officer to determine what the status of that individual is and also the individual's desires as to future assignments.

b. He will immediately contact the Career Management Officer of the subject's service component and assist in making a proper placement.

c. In all cases, the office initiating reassignment action will be encouraged to submit Form 52, Request for Personnel Action, and will see that it is expeditiously handled so that subject will not remain in an In-Casual Status over 30 days.

3. OUT-CASUAL REPORTS: As in "2" above, it is anticipated that the Placement Officer concerned will be aware of employee's entering into an out-casual status prior to the actual reassignment.

a. However, on receipt of the Form 37-200 on an Out-Casual the Placement Officer will determine what the plans are for the individual, such as training, orientation, leave, etc., and arrive at an

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estimate of departure date which should be within 60 days, or as soon thereafter as practicable following completion of approved training, etc., which extends beyond 60 days. The Placement Officer will make necessary notations of the arrangement or plan agreed upon on the Employee Summary Worksheet and follow-up to see that the schedule is maintained.

b. In those cases which have gone beyond the 60-day limitation, and where the reason or explanation is not deemed satisfactory to the Placement Officer, he will make a further attempt to resolve the case, either through expediting departure or effecting reassignment of the individual. Failing in this, the Placement Officer will prepare a written report which will include a recommendation as to the course of action to be taken by the Office of Personnel.

4. PROCESSING OF FORM 37-200: Upon receipt of Form 37-200, it will be routed to the appropriate Placement Officer who will take the necessary action as prescribed in "2" and "3" above, note the pertinent information from the Form, and immediately route the Form to the Career Service Staff. It is not deemed necessary that the Forms remain with the Placement Officer during the course of the action outlined in "2" and "3" above. (A request for a separate PUD copy of the form has been made to the Planning and Analysis Staff, and it is possible that in the future there will be a copy for retention by the Placement Officer.)

5. ACTION ON MONTHLY IBM IN- AND OUT-CASUAL LISTS: On receipt of the monthly IBM listings of in-and out-casuals, Placement Officers will make a preliminary review to determine any obvious omissions or errors. Upon completion it will be returned to Planning and Analysis Staff with any recommended changes. This list is then sent to DD/P by the AD/P with the request that they provide reasons why in-casuals of more than 30 days and out-casuals of more than 60 days are still carried as such. On return of these lists to the Office of Personnel, PUD will receive them and ascertain that the reasons provided for the individual remaining an In- or Out-Casual are justifiable. If the reasons are not so considered, the Placement Officer will take appropriate action within the scope of his authority or recommend action to resolve the casual status, which may include the preparation of a written recommendation from AD/P to DD/P.

6. PRIORITY CONSIDERATION: It is essential that action on these cases have a very high priority among a Placement Officer's duties and that prompt action as indicated above be taken where warranted.

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Chief, Placement and
Utilization Division

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24 November 1954

PLACEMENT AND UTILIZATION DIVISION MEMORANDUM NO. 39

SUBJECT: Reports of Separation

RESCISSION: PUD Memorandum No. 11, same subject, dated
22 March 1954

1. It is important that Placement Officers review carefully comments included on individual Reports of Separation with a view to adding to the report any comments that seem to be indicated from the placement and utilization point of view. Emphasis is now being placed by the Office of Personnel on having Reports of Separation include well-considered and carefully stated comments in connection with any statements made by an individual at the time of exit interview.

2. The Placement Officer concerned will continue to sign the Report of Separation form in the space provided. However, following signature by the Placement Officer, the Report of Separation will be referred to the Chief of Placement Branch who will review the comments, and if satisfied that the above has been complied with, will place his initials in the margin by the Placement Officer's signature. The Chief of Placement Branch will then process the case to the Employee Services Division through this office.

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III. STATISTICAL REPORT - 1 JULY 1954 THROUGH 31 DECEMBER 1954

Interviews:

Applicant interviews
EOD interviews
Follow-up interviews
Other interviews (Returnee, Special,
etc.)

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SF-52s processed:

Appointments
Separations
Others (Reassignments, Promotions,
etc.)

Qualifications Analysis Branch:

Applicant-Register Analyses
Applicant Folders Reviewed
Applicant Folders Referred

Employee-Register Analyses
Employee Folders Reviewed
Employee Folders Referred

Fitness Reports Processed
Fitness Report Questionnaires
Processed (period 3 Dec 54 -
31 Dec 54)

Requests for Exception to Regulation - Promotion

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Approved 54
Disapproved 8

PUD Memoranda Prepared 15

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